



## JOB DESCRIPTION:

# Program Director *MFA in Writing*

The Program Director is a managerial position reporting to the Academic Dean. Program Director roles at VCFA are characterized by administrative experience, an entrepreneurial temperament, attention to detail, demonstrated budget management experience, and excellent writing and interpersonal communication skills. This is not a faculty position.

## PRINCIPAL DUTIES & RESPONSIBILITIES:

### 1. Manages the strategic direction, organization, and operations of program

- Initiates, writes, recommends, plans, and implements program policy changes, program design changes, and program materials. Interprets policy for students, faculty, and staff
- Initiates, writes, recommends, plans, implements, and works with faculty chair, faculty committees, and administration on new initiatives and program direction
- Designs and directs residencies, plans residency functions and schedules, supervises residency assistants
- Collaborates closely with Faculty Chair on residency planning
- Works in concert with Faculty Chair and Faculty Advisory Committee to hire residency writers/guests
- Plans, organizes and oversees two annual overseas residencies; chooses Coordinators and faculty for each; oversees budgets for each
- Mediates, initiates and directs strategies to assure resolution of major residency and non-residency issues

- Develops and directs residency orientations for students and faculty
- Co-chairs faculty meetings
- Assists Executive Director of Institutional Advancement and Alumni Affairs Director in alumni relations for the program
- Participates in College committees and meetings as Program representative
- Represents program to prospective students, outside organizations, at recruiting events/conferences, and to the public

## **2. Oversees student retention and progress through the program**

- Promotes and assures student retention/satisfaction through individual advising, problem-solving, faculty orientation, and policy interpretation
- Certifies degree completion requirements
- Counsels students, faculty, and staff on program related issues during residency and non-residency periods

## **3. Oversees and directs the student admission and enrollment process**

- Reviews all applications to assure that candidates meet minimum requirements for admission review
- Determines admissions review strategies and acceptance numbers through careful monitoring of enrolled students and alignment with program growth goals in collaboration with Faculty Chair and administration
- Works with Admissions office and faculty on promotional and recruitment strategies
- Works with Marketing Director and others on design of program materials, brochures, web content and design, and additional program literature for prospective applicants

**4. Initiates and monitors the Faculty hiring process, works collaboratively with Faculty Chair and Faculty Advisory Committee to determine hiring recommendations, and the continuance and termination of faculty contracts**

- Counsels new faculty on job duties and provides all faculty with orientation and updates on program policy, assuring smooth integration of new faculty into the program and continued updates to continuing faculty
- Initiates semester contracts for approval of Academic Dean

**5. Supervises program staff and program office**

- Directs program staff operations, conducts training and evaluation of program staff, and assures the smooth running of a complex program
- Assigns duties to staff, evaluates staff, recommends hiring, renewal and termination of staff

**6. Designs and manages program budgets**

- Works with the Academic Dean and CFO to develop annual budget
- Manages budgets, approves all expenditures, makes decisions on the awarding of scholarships monies, manages program restricted funds, assures proper use of all budgets

This description is not intended to be all-inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

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**Position will remain open until filled; visit <http://vcfa.edu/about-vcfa/careers> to apply.**